



INDIANA DEPARTMENT OF TRANSPORTATION
100 North Senate Avenue
Room N955
Indianapolis, Indiana 46204-2249
(317) 232-5058 FAX: (317) 233-3055

DATE: _____

PROJECT: _____

PARCEL: _____ CODE: _____

Dear _____

As a displaced occupant of at least 90 days prior to the initiation of negotiation for this property, you are entitled to a replacement housing payment to assist you in purchasing a replacement dwelling. You are eligible for assistance in the form of a downpayment towards that replacement dwelling and reimbursement for certain expenses incurred incidental to the purchase. Financial institutions in your area indicated that a downpayment of 20% would be required to purchase a decent, safe, and sanitary dwelling with conventional financing. The maximum downpayment assistance payment is \$5,250.00 regardless of higher computed amounts. The full amount of the downpayment assistance payment must be applied toward the purchase price of the replacement dwelling you actually purchase and occupy, and eligible incidental expenses.

A rental assistance payment has been computed in the amount of _____ to assist you in renting a comparable replacement dwelling, should you elect to rent your replacement housing. This amount has been determined in an analysis of rent and utility costs of available comparable rental housing. The actual rental assistance payment will be the difference between the amount you pay for rent and estimated utilities at your decent, safe, and sanitary replacement dwelling over a 42 month period and the amount you pay for rent plus utilities at your present dwelling, not to exceed the above computed amount.

The dwelling located at _____ is available to rent if you so desire. It has been found to meet the requirements of comparability in accordance with federal regulations. The rental price is \$ _____ /month for the dwelling, including _____ utilities, plus an estimated \$ _____ /month for utility costs, equaling a total rent of _____ /month. The total rent has been used in computing the previously mentioned rental assistance payment.

(over)

For those who owned their current home 90-179 days prior to initiation of negotiations, in order to receive a downpayment assistance or rental assistance payment you must secure and occupy decent, safe, and sanitary replacement housing within one year after the later of (1) the date of this letter or (2) the date you receive final payment for the displacement dwelling, or in condemnation cases, the date the required amount is deposited in court. For those who were tenants of at least 90 days at the initiation of negotiations, in order to receive a downpayment assistance or rental assistance payment you must secure and occupy decent, safe, and sanitary replacement housing within one year after the date you move from the displacement dwelling. All claims for relocation payments must be submitted within 18 months of the appropriated preceding date. A Relocation Specialist will assist you in preparing your claim.

Payments to which you are entitled will be made available in sufficient time to allow you to purchase or rent a decent, safe, and sanitary replacement home. Please be advised that any person may appeal the State's eligibility determination or the amount of relocation entitlement by submitting a written appeal to the Relocation Unit within 60 days of the date of that determination.

THIS IS NOT A NOTICE TO VACATE. The Indiana Department of Transportation will not require you to move from the property you now occupy sooner than _____ which is at least 90 days from the date of this letter.

Your cooperation in providing a modern transportation system for the State of Indiana continues to be appreciated.

Sincerely,

Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

Relocatee

Date

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